



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.16	Subject: REIMBURSABLE MEETING COSTS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 1 and Attachment
Section 2: Fiscal Management	Effective Date: March 15, 2005
Signature: /s/ Mike Batista, Director	Revised: 02/23/2015

I. POLICY

The Department of Corrections will adopt guidelines established in [Title 2, Chapter 18, Part 5, MCA Travel, Meals, and Lodging](#).

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

None

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. State funded refreshments will not be provided during meetings or for special occasions unless one of the following conditions apply:
 - a. formal meetings of advisory councils or boards, whose purpose is to advise and recommend policy to the Department. Refreshment costs may not exceed the current per diem set by [2-18-501 through 2-18-512, MCA](#); and
 - b. working meetings that continue during a meal period with out-of-town employees or non-employees participating. A meal may be ordered with costs not to exceed the current per diem set by [2-18-501 through 2-18-512, MCA](#). Payment requests must include date, time, meeting location, and the list of attendees.
2. Staff may charge meeting costs to the employee's State of Montana procurement card or complete a [Travel Expense Voucher](#). The pro-card log or expense voucher must include receipts and be signed manually by the employee and supervisor, the employee will retain a copy of each expense voucher and receipts for his or her own records.

V. CLOSING

Questions concerning this policy should be directed to the Business Management Services Division.

VI. REFERENCES

- A. [2-15-112, MCA; Title 2, Chapter 18, Part 5 MCA Travel, Meals, and Lodging](#)

VII. ATTACHMENT

[Travel Expense Voucher](#) [PDF](#)